

KNIGHTLY NEWS

November 14, 2011

YOUR WEBSTER UNIVERSITY STUDENT SERVICE STAFF

| | |
|--|--|
| Dr. Lynette Knight – Senior Director | lknight@webster.edu |
| Michael Jennings – Community Relations Coordinator | jennmich@webster.edu |
| Helen Breunlin – Academic Advisor | helenbreunlin86@webster.edu |
| Marianna Smith - Representative | mariannasmith25@webster.edu |
| Billy Henderson – Tech Support | henderson1990@q.com |
| Ken Ferreira – Night Monitor | |

Phone: 623-536-6880

Fax: 623-536-6882

www.webster.edu/luke

REGISTRATION FOR Spring , 2011 TERM (January 9 – March 20, 2012)

Pre-Registration for Active Duty Military **only** is scheduled for Monday, November 21, 2011 – Wednesday, November 23, 2011. Registration for all students will begin for Spring 1, 2012 on Monday, November 28, 2011. We have enclosed registration information for the Spring1, 2012 term. **Be sure to use the Year-At-A-Glance Schedule, dated May 30, 2011, for the most recent class offerings.** All syllabi, book information, faculty, and classroom locations are published on our Luke web site at www.webster.edu/lukeafb. The syllabi and book list will be posted by the first day of registration.

Once the registration form has been received, reviewed, and signed by the Academic Advisor, your classes will then be entered in our database. This will automatically generate an online statement from our home campus that can be accessed through Connections. **Students should make their payment directly to Webster University-St. Louis online via Connections.** We are unable to accept payments in the office. This registration form can also be used as verification of enrollment to the Education Office for students who use Tuition Assistance.

We certify VA payments online after the drop/add period (the third week of the term). VA students (except for Chapter 33) need to verify their enrollment at the end of each month. TA

forms must be approved and turned in prior to the first day of classes. If we have not received your TA form by the first day of classes, you may need special permission from the Education Office to use TA. All TA forms are processed the third week of classes. Early submission of TA forms allows earlier posting of payments to student accounts. It is now mandatory that you do your TA forms online through the Air Force Portal. If you are a first time user, you can get an instruction sheet from the Education Office or from Webster on how to do your TA forms. If you have any questions, contact Mike Jennings at 623-536-6880, jennmich@webster.edu.

REGISTRATION PROCEDURE

We can accept registrations via email, fax, U.S. mail, or in person. You have two different options in completing your registration form. To access the form go to the Luke website at www.webster.edu/lukeafb, click on Student Resources, and then choose Student Registration Form. You can print the form in a Word document, fill it out, and either email it to Mike Jennings at jennmich@webster.edu, Helen Breunlin at helenbreunlin86@webster.edu, Marianna Smith at Mariannasmith25@webster.edu or fax it to 623-536-6882. This registration procedure will make sure that students are enrolling in the right classes for their program as well as helping to identify those who are graduating. **Please note the registration form has a front and back side that must be signed on both sides.**

Note: All registrations for Luke AFB must come through the Webster Luke office. If you register directly online through the Webster main campus website, we will not know you are registering and will not be able to add you to our class rosters and we will not meet our State licensing procedures.

C - F ALERT

Professors submit names of students who are in a "C" or "F" classification at midterm to Dr. Knight. This allows the student the opportunity to understand their grade and how to improve it.

CHANGES TO THE CONNECTIONS ACTIVATION PROCESS

Students who attend any U.S. campus or attend online only will no longer receive paper letters to activate their Connections accounts. Once a student registers for classes, they will receive an email at the personal email address they provided on their application within 24 hours. The email will contain a link which allows them to activate their Connections account. **The student must activate their account within 5 days of receiving the email.** If the student does not activate within 5 days, the email link will become invalid, and they must contact the Webster Help Desk to have the email re-sent. Students who do not activate their account within 14 days and who have not contacted the Help Desk will be sent a reminder email with a new activation link.

Student Services is integrated into the Connections portal. After logging on to Connections (<http://connections.webster.edu>) with your Connections username and password, you can access your grades, degree audit, and account. We do have printed instructions in the Webster

office for your convenience. In the event you have problems setting up Connections, the Help Desk can assist you. The Help Desk number is 1-866-435-7270.

GRADUATE LEVEL ASSIGNMENTS AT WEBSTER REQUIRE APA STYLE

Students can update their skills in using American Psychological Association (APA) by going to the following user-friendly website: <http://www.dianahacker.com/resdoc/>

SEQUENTIAL MASTER'S DEGREE

Considering the fact that many of you will soon have a Master's degree, you now qualify to apply for a second (sequential) degree. You can choose from any of the degree programs that we offer at Luke AFB. A sequential degree only requires the completion of the core classes in a degree program. In the case of a sequential MBA, two of the core classes (6 hours) can be substituted if those core classes were taken in your first Master's degree program. This reduces the total number of hours to 21 (7 classes) for a sequential MBA. The other M.A. programs require completion of all core classes ranging from 21-27 hours, depending upon which program you choose. For those of you who might still have entitlement left on your Montgomery G.I. Bill or are eligible for the new Post 9-11 Chapter 33 Bill, the VA will cover the cost of a second degree. Many of our Luke AFB alumni have opted to use their G.I. Bill for this purpose.

PROCEDURES FOR CIVILIAN PASSES

The pass procedures will apply to anyone requiring access for more than one day—including all faculty, staff and students who do not have military or DOD access.

Basic procedural guidelines:

1. Student or faculty member receives a "Long Term Pass Application" from Webster. This form must be completed and will be used for a background check by Security.
2. Student or faculty member completes paperwork and attaches copies of two forms of ID. Acceptable IDs are listed on the application form.
3. Student delivers paperwork to Webster.
4. Webster will be notified when background investigations are completed and students and faculty can have passes made at the South Gate Visitor's Center.
 - Note that passes will only be made on weekdays between 7:30 am - 4:30 pm.
 - The background investigation is good for **one** year.
5. **Students and Faculty will have to obtain a new pass/ID for each term.** This should be done during the last weeks of the current term since students and faculty already have a pass to get on the base

The South Gate Visitor Reception Center is located just south of Glendale Avenue on Litchfield Road. Hours are Monday through Friday between 7:30 am and 4:30 pm.

If you have news to share about a Webster student or alumnus, please email it to Mike Jennings, jennmich@webster.edu. We would like to publish updates and accomplishments of our students and former students.

MISCELLANEOUS

Drop/Add Period – Remember that the first week of each semester is our official add period for students to enroll in a class. The first two weeks of each semester is our official drop period for students to drop a class without a payment penalty. We expect students to communicate to the Webster office if they have dropped a class. We also expect students to communicate with their instructor if they will be missing any class periods. Once the two-week drop/add period has expired, we are no longer able to allow a student to attend the class; payment penalties will be assessed beginning with the third week of class. Please refer to Page 9 of your 2011-2012 Webster Graduate Studies catalog under Refunds, as well as the back of your registration form, to see the tuition refund rates.

Class Cancellations – In the event you report for class and your instructor does not report to class within 30 minutes of your class start time, and the instructor has not made prior arrangements with you, your class is automatically dismissed. This situation would only happen in the event of an extreme emergency where the instructor was not able to reach anyone to advise of the class cancellation.

Monthly Statements from Main Campus - Each month you will receive a statement from our main campus electronically via your Webster email address showing the fees for the courses in which you are registered. Even if you are on a deferred payment status using Tuition Assistance, Employer Reimbursement, a G.I. Bill, etc., you will still receive an invoice for your classes. It takes several weeks for TA to be processed. When you receive your invoice, be sure to pay the \$240 fee per course (difference between cost of course and what TA covers) so that your account is current. If the fees are not paid by the end of the third week after the term ends, a HOLD will be placed on your account and we will not be able to register you for the following term. This is the same procedure for Employer Reimbursement and the G.I. Bills. Be sure to make arrangements to pay your account in full by the end of the third week after the term ends.

Student ID Cards - Webster student ID cards will be made available to you. This ID card can be used to purchase many items at reduced prices (i.e., Dell computer equipment {online only}, software programs, movie tickets, and many other items where a student discount is offered). Students have advised us that many car dealerships are offering as much as a \$500 discount

on the purchase of a car if you are a current student and enrolled in class. If you do not have an ID card, stop by the office and we can make arrangements for your picture.

Student Financial Accounts – Please keep in mind that as an extended campus, we do not maintain student financial accounts. Any questions regarding your invoice, payments, tuition payments, etc. should be directed to our main campus in St. Louis. You can contact the main campus through their toll-free number at 800-981-9801 and ask to be directed to the appropriate

department. We are unable to answer your questions here, as we do not have access to your financial records.

Financial Aid Students – Those students who have a student loan with Webster and who need information regarding their student loan should contact their Financial Aid Counselor at our main campus. We do not manage student loans at extended campuses thus we do not have any information regarding your student loan. The Financial Aid office 800 number is 800-983-4623. The financial aid counselors are listed below according to the first letter of your last name.

| | | | |
|--------------|---------------------|--------------|--|
| A – C, X - Z | Michele Franzen | 314-968-6992 | mfranzen@webster.edu |
| D - H | Dee Berkey | 314-246-6992 | berkeyde@webster.edu |
| I - M | Sarah Weick | 314-968-6992 | hirschsj@webster.edu |
| N - R | Tricia Antonopoulos | 314-968-6992 | antonpat@webster.edu |
| S – W | Olivia Tafra | 314-246-6992 | oliviatafra06@webster.edu |

Study Groups – Students are encouraged to form study groups in order to maximize the subject matter learned in each course. Contact the office to set up a meeting room.

Library Resources – We have received numerous compliments from many students about the Webster library resources. Students have advised that our Eden-Webster Library online has just about anything you would need for research in your class. Be sure to check it out at our home page and just click library resources. That takes you directly to our Eden-Webster Library with several different categories to choose from. Once you select an item, the system may ask you for a password. This password is your student ID number. Once you type in your ID number, the system will give you access to the information. If your ID has not yet been activated, you may use a temporary password for the first three weeks of the term. The 2011-2012 Library password ID is: weblib8.

MBS Books – Keep in mind that the textbook list for the current term is on our website on the first day of registration. Students have advised that in most cases MBS prices are more economical than some of the other resources available. In addition, since we order our textbooks through MBS, we know that they have the supply available to meet the demands of our classes. There should not be a long wait for a textbook. Students have reported that it may take up to two to three weeks to receive their books from some of the other resources on the Internet. Be leery of ordering used books from Amazon.com; they are generally coming from a third party and you have no control over the method of shipment. It has been reported that the books take about 2-3 weeks to arrive and some are missing chapters and/or a CD that is necessary for the class. Students have had to drop their classes due to this situation. You cannot attend graduate school without your books and materials or expect your instructor to loan you their book for the class. This is just an FYI to be aware.

Used Books – We will gladly hold your books for students to purchase when registering for a class. Be sure to check the edition of your book with the current book list for the current term.

We will not accept any old editions. Put your name, number, price, and form of payment (cash, check, or money order only) on the book and bring it to the Webster office. We will contact you if we are able to sell your book. The key to an early sale is to get your books to us before we begin registration! **Note: We are not responsible for the books left in the Webster office for resale.** Please pick up any unsold books after the second week of the term.

HOLIDAY SCHEDULE: The office will be closed for the following holidays in Spring 1, 2012 and classes will **not** be held:

Week 2 – January 16, 2012 Martin Luther King Day

The office will be closed for the following holidays in Spring 1, 2012 and classes will be held:

Week 7- February 20, 2012 Presidents Day

New Events at Webster University Luke AFB

Webster has a new Facebook Page! We are currently working on it and it will be fully running after the first of the year.

Make sure we have your current email address on file, all current and future correspondences are going to be by email.

On behalf of Webster University – Luke Air Force Base, Dr. Knight, Mike, Helen, Marianna, Billy, and Ken wish you all the best of luck next term!